



IGNATIAN FAMILY TEACH-IN FOR JUSTICE 2015

**DELEGATION LEADER
PLANNING KIT**

WASHINGTON, D.C. | | NOVEMBER 7-9, 2015

IGNATIAN FAMILY TEACH-IN FOR JUSTICE 2015

AT A GLANCE

#IFTJ15 | T: @igsolidaritynet | F: /ignatiansolidarity

LOCATION:

Crystal City Marriott Gateway
1700 Jefferson Davis Hwy
Arlington, VA 22202

THEME:

Bridges

IFTJ ADVOCACY ISSUES:

Immigration, U.S. Policy Toward Central America, and Environmental Justice

KEYNOTES:

Helen Prejean, C.S.J. – Anti-Death Penalty Activist
Rudy López – Executive Director, Interfaith Worker Justice
Maureen O’Connell – Christian Social Ethicist, Racial Justice Activist

ACCOMMODATIONS:

Guest Room Rate: \$119 (plus tax) up to quad occupancy room, per night.

Reservations:

Online: [hotel reservations page](#)
Call-In: 1-703-920-3230 and ask for the “Ignatian 2015” room block.
Calling hours are 9am-5pm EST, Monday-Friday
Deadline to purchase your reduced rate Marriott rooms: **October 13**

LOCAL AIRPORTS:

Reagan National Airport (DCA), Dulles International, Baltimore Washington International

HELPFUL LINKS:

Ignatian Family Teach-In for Justice Website:
<http://www.ignatiansolidarity.net/iftj>
Washington DC Metro Transportation:
<http://www.Wmata.com>
Washington DC Visitors Bureau:
<http://washington.org/>
Library of Congress Legislative Information:
<http://thomas.gov>

SCHEDULE

November 7

- 3:00 Registration Begins
- 3:30 Pre-Session
The Jesuit Martyrs of El Salvador
(Add'l registration required)
- 3:30 Voices from the Margins
Social Justice Short Documentaries Festival
(Add'l registration required)
- 4:30 Young Alums Event
Happy Hour Q&A w/Helen Prejean, CSJ
(\$, Add'l registration required)
- 6:00 General Session
- 8:00 Break
- 8:20 Large Scale Breakouts
- 9:30 Prayer for the Jesuit Martyrs
- 9:50 T-Shirt Swap / Reflection Time

November 8

- 8:40 Announcements
- 9:00 Opening Prayer
- 9:15 General Session
- 10:20 Break
- 10:40 Breakout Session #2
- 11:30 Lunch
- 1:10 Breakout Session #3
- 2:10 General Session
- 4:00 Policy Briefing
- 4:30 Small Group Advocacy Training
- 5:50 Dinner
- 7:50 Liturgy
- 9:15 Reflection Time

November 9

- 9:00 Public Witness
- 10:00 Advocacy Day

IGNATIAN FAMILY TEACH-IN FOR JUSTICE

CONTEXT & HISTORY

On November 16, 1989, six Jesuit priests—Ignacio Ellacuría, Segundo Montes, Ignacio Martín-Baró, Joaquín López y López, Juan Ramón Moreno, and Amando López—were murdered by the Salvadoran military on the campus of the University of Central America (UCA) in San Salvador, El Salvador. Their housekeeper, Julia Elba Ramos, and her daughter Celina Ramos, were murdered there as well. Nineteen of the twenty-six soldiers involved with the murders received training at the former U.S. Army School of the Americas (SOA), a U.S. Army training school for soldiers from Latin America which remains open today under the new name Western Hemisphere Institute for Security Cooperation (WHINSEC).

The Jesuit martyrs were labeled subversives by the Salvadoran government for speaking out against the oppressive socio-economic structure of Salvadoran society. Their commitment to defending the poor ultimately led to their assassinations. However, the Jesuits were not the only victims of El Salvador's tumultuous Civil War; from 1980-1990, over 70,000 people were killed, the vast majority by El Salvador's armed forces and paramilitary death squads.

The death of the Jesuits sparked international outrage and pressure upon the Salvadoran government to negotiate an end to the Civil War; further, as people tied to the Jesuit network learned of the SOA's role in training the Jesuit martyrs' assassins, it prompted thousands to join in the movement to close the SOA in 1990.

School of the Americas Watch formed out of this movement and began organizing yearly vigils at the gates of Fort Benning (home of the SOA) in Columbus, Georgia. By the mid-1990's, groups from Jesuit universities, parishes, and high schools participated, and in 1996, the first Jesuit gathering (a Mass) at the SOA vigil took place in a Columbus-area hotel. From 1998-2002, the Teach-In took shape in a tent (which you will see referenced in the ISN logo) adjacent to the Chattahoochee River in downtown Columbus. In 2003, the Teach-In became so large that it was moved to the Columbus Convention Center and drew over 3,000 people for the closing Mass. The IFTJ was the pre-cursor to the Ignatian Solidarity Network (ISN), which officially incorporated in 2004.

After much discernment, the IFTJ moved to Washington, D.C. in 2010, allowing for the opportunity to advocate on Capitol Hill. So far, the IFTJ has brought over 3,000 people to the halls of Congress to advocate for social justice causes including humane immigration reform, human rights in Latin America, and more.

Despite the many changes that the Teach-In has experienced over the years, the gathering continues to be grounded in the witness of the Jesuit martyrs and their companions. We often use the Spanish term "Presente!" to express that their spirits remain within us as we gather.

IFTJ TRADITIONS

PRAYER FOR THE JESUIT MARTYRS

Since our days gathering at the gates of Fort Benning, the Ignatian Family has offered up prayers of thanksgiving for Jesuits martyred during the modern era. Remembering each of these individuals by name and the place where they served is a reminder of the prophetic call of our Gospel that can come with great costs.

"PRESENTE"

During the IFTJ roll call, university, high school, and parish delegations respond "Presente" when their institution's name is called. The Spanish phrase simply means "present here" and comes from the IFTJ's roots in Columbus, GA. During the solemn vigil at the gates of Ft. Benning, the names of thousands of people killed by graduates of the Western Hemisphere Institute for Security Cooperation (formerly the U.S. Army School of the Americas) are sung in litany. Participants respond "Presente" when each name is called.

INSTITUTIONAL BANNERS

Bringing institutional banners has been a tradition since our early days in the tent. Delegation leaders and participants have always enjoyed the challenge of finding ways to display their banners during the IFTJ and carrying them with great pride at the public vigils.

MUSIC

Throughout the history of the Ignatian Family Teach-In for Justice, music has played an integral role. With the guidance of Francisco Herrera, cultural worker and longtime IFTJ musician, participants will break into songs throughout the IFTJ that help to unite the group and carry on the traditions of our time at the gates of Fort Benning.

Learn more about the tradition of using songs in the IFTJ's protest history and listen to songs at: igsol.net/music



From Top Left: The Jesuit martyrs of El Salvador and their companions; Inside the Teach-In tent in Columbus, GA during IFTJ 2004; Tom Smolich, S.J. presiding over Mass at IFTJ 2006; The first public witness & advocacy day on Capitol Hill at IFTJ 2010; Prayer for the Jesuit Martyrs during IFTJ 2012; Marching at the gates of the School of Americas during IFTJ 2008

GETTING READY FOR THE IGNATIAN FAMILY TEACH-IN FOR JUSTICE

May-November

Register for the Ignatian Family Teach-In for Justice

Early Registration: 5/1-10/7 | Standard Registration: 10/8-11/6 | At the Door: 11/7-11/8
Registration fees range from \$30-\$80 and include entry to all IFTJ events throughout the week-end. Please note that meals and lodging are not included.

August-November

Spread the word that you are attending, and invite others to join you

Use **#IFTJ15** on Facebook, Twitter, and Instagram to share the news that you're attending.

Sample Tweet:

I'm attending the largest annual Catholic social justice conference in the US. Will you join me?
#IFTJ15 igsol.net/iftj

August-October

Book your hotel room

The Teach-In will take place at the Crystal City Gateway Marriott in Arlington, VA. The room rate is \$119/night (up to quad occupancy). You may also wish to try our [room sharing board](#) to share a room with another attendee. The deadline to book rooms is **October 13**.

August-November

Book your travel

The closest airport is DCA, but flight deals may also be found through BWI or Dulles. Many delegations and individuals opt to drive or take other public transportation to the Teach-In, so you may want to check services like Amtrak or Megabus. The venue is very accessible via public transportation and is located a short 2 minute walk from the "Crystal City" Metro stop on the blue or yellow line.

When making travel plans, please keep in mind that the Teach-In will begin at approximately 6:00pm on 11/7. You will be responsible for booking your Capitol Hill meetings on 11/9.

August-October

Sign up for advocacy prep webinars

All delegations who are participating in advocacy meetings are strongly encouraged to have at least one person from the group present for each of the issue-focused prep meetings. There will be additional advocacy training and issue briefing at the Teach-In, but the webinars will increase your readiness for successful advocacy visits.

To register for webinars, please visit: bit.ly/IFTJWebinarReg

Advocacy 101: October 12, 4-4:45 PM ET

Immigration: October 13, 4-4:45 PM ET

U.S. Policy Toward Central America: October 14, 4-4:45 PM ET

Environmental Justice: October 15, 4-4:45 PM ET

August-November

Schedule delegation prep meetings:

ISN recommends that delegations meet at least once prior to the Teach-In for build community, set the foundation for the Teach-In weekend, and practice/research for advocacy visits.

- Community building projects are located in this packet
- Reading suggestions to educate delegates prior to the Teach-In are located in this packet
- The Teach-In agenda and speakers are available on the website
- Advocacy prep materials are available on the website

August-November

Amplify your voice - what can you bring to your meetings on the hill?

Many delegations choose to do advocacy actions in their communities prior to the Teach-In, ranging from hosting community education events, honoring the Jesuit martyrs of El Salvador, or doing postcard and story collecting campaigns. ISN offers postcards related to Central America and immigration, which may be ordered online.

August-November

Prepare for your advocacy meetings

ISN recommends that delegations prepare for their advocacy meetings prior to the Teach-In. Preparation steps include: getting familiar with the talking points, researching the issue positions of the Members you will be meeting with, dividing talking point responsibilities, and practicing talking points.

If you would like to connect with a professional advocate to discuss strategy or receive an advocacy training via Skype, please contact Kim Miller at kmiller@ignatiansolidarity.net or (216) 397-2080. In some cases, you may also be able to schedule an in-person advocacy training with a professional advocate prior to the Teach-In.

August-Early October

Book your advocacy meetings

Delegations are responsible for booking their own advocacy meetings. To book your meetings, please consult the [advocacy page](#). Some things to consider:

- We recommend that each participant visits with his/her Representative and at least one Senator. If you're booking meetings for a delegation, it's possible your delegation will be meeting with multiple representatives (to account for delegates being from multiple districts).
- Prior to booking your meetings, please consult our priority members list (to be emailed in September). If you or any of your delegates are from a priority member's district (or state), please prioritize scheduling a meeting with this person related to the noted issue.
- **Delegations from CA, NY, OH, MD, and MA** will have their Senate meetings booked for them. Delegations from these states are asked to book their House meetings after 11:30am.
- If you need help booking your advocacy meetings, please contact Kim Miller at kmiller@ignatiansolidarity.net or (216) 397-2080.

For each advocacy meeting booked, please fill out the [meeting registration form](#), so we can better serve you on advocacy day.

October-November

Pack

Reusable Water Bottle

Notepad and Pen

Comfortable Clothing for IFTJ

Warm, Professional Clothing for Advocacy Day

School/Parish T-shirts for T-shirt swap

School, Group, or Parish Banner

Instruments for individuals wanting to participate in Mass band

Small container (under 4oz) of water from your home community

October-November

Review the agenda and pick your breakout sessions

Encouraging your students to review the breakout session options prior to the Teach-In can help them make more reflective decisions.

November 7

Confirm your visits

Re-confirm your meeting times and the size of the group with the scheduler to make sure you're ready for a smooth meeting on Monday.

IGNATIAN FAMILY TEACH-IN FOR JUSTICE 2015

FAQS

GENERAL

What is the Ignatian Family Teach-In (IFTJ)?

The Ignatian Family Teach-In for Justice is an annual gathering for members of the Ignatian family (Jesuit institutions and larger church) to come together in the context of social justice and solidarity to learn, reflect, pray, network, and advocate together. We gather each year in the spirit of the Jesuit martyrs of El Salvador, using their lives and ministry as inspiration for discovering the injustices of today and how we might engage in them. The Teach-In is a place where people are empowered, re-energized, inspired, challenged, and supported by a community that sees faith and justice integrally linked.

Will you have the IFTJ streaming online?

Yes, friends, family, and colleagues will be able to view some portions of the IFTJ live on our website. We will share information about the Live Stream availability via e-mail, social media, and at www.ignatiansolidarity.net.

Is there assigned seating? No

What does the registration fee include?

The registration fees cover all materials and entry to IFTJ events (excluding pre-conference activities). Registration fees do not cover meals, but there are many affordable meal options within walking distance of the Crystal City Marriott Gateway.

Does the IFTJ include an advocacy day?

Yes, the advocacy day will take place on Monday, 11/9 on Capitol Hill. Advocacy Training will be provided on Sunday, 11/8, and all participants will be provided with talking points, meeting planners, and other helpful documents for their visit.

Are there affordable meal options at the IFTJ?

The Crystal City Marriott Gateway has an Einstein's coffee shop with pastries, bagels, and sandwiches, and there are plenty of affordable food options within walking distance of the hotel (maps with nearby food options will be provided).

How can participants and/or I get involved?

There will be multiple opportunities for participants, particularly students, faculty, parish and school staff to get involved with the Teach-In throughout the weekend.

- Main Stage Speakers: 7 participants will be selected give 5-7 minute speeches on their experiences of faith and justice. Applications available at: <http://bit.ly/ignetspkr15>
- Breakout Session Presenters: Multiple participants will be selected to lead 50-minute breakout sessions on a variety of justice topics. Applications available at: <http://bit.ly/iftjbreakout15>
- Prayer Leaders, Eucharistic Ministers, Choir, Social Media Managers, General Volunteers: If your group or you are interested in volunteering, please contact Kim Miller at kmiller@ignatiansolidarity.net

CANCELLATION POLICY

What is your cancellation policy?

Ignatian Solidarity Network will provide a full registration refund if cancellations occur prior to 10/16/15. Cancellations made after this date will not receive a refund. Please note that ISN prepares materials and IFTJ arrangements according to the number of participants registered.

TRAVEL & TRANSPORTATION

What are the closest airports to the IFTJ?

The closest airport is Reagan National Airport (less than 5 minutes from the hotel), and IFTJ participants can catch a free shuttle to the IFTJ from the airport. BWI and Dulles International airports typically offer more economical flight prices, but please note that public transportation travel time to/from the airport will be approximately 2 hours and cost an additional \$10-15 each way.

Will there be free transportation to/from the hotel?

The Crystal City Marriott Gateway offers a free shuttle to/from the Reagan National Airport and Crystal City Metro Stop. Shuttles arrive every 15-20 minutes.

PREPARING YOUR DELEGATION

As with any educational social justice experience, the strength of the lesson is related to the preparation that comes before it and the way the lesson is carried on afterward.

The Teach-In experience can be hectic, condensed, and intense, and information will be presented to students rapidly with few breaks. While this provides for a very rewarding experience, it is highly suggested that you prepare your participants and delegates beforehand. Laying a strong foundation of knowledge prior to the Teach-In will strongly enhance participants' experiences throughout the weekend and during Ignatian Family Advocacy Month.

How often should the group meet?

We recommend that groups meet at least twice for 60-90 minutes. Many delegations have also had success with shorter, 45-60 minute weekly meetings throughout the fall.

RECOMMENDED MEETING ACTIVITIES

- Conduct a "[Human Barometer](#)" on various justice issues.
- Plan an awareness activity about the Anniversary of the Martyrs before leaving for the Teach-In, hosting a service which commemorates the martyrs and commissions the delegation.
- Gather your delegation for a day of service prior to the Teach-In.
- Prepare your delegation for Advocacy Day and discuss the points you'd like to address.
- Have dinner together at least once as a group. Try to make the dinner as simple as possible: eat rice and beans, use cloth napkins, and ask delegates to bring their own silverware to reduce waste. You can also design placemats with talking points about Teach-In advocacy issues to spur on conversation, and reuse them for post- Teach-In educational events.

RECOMMENDED READING

The UCA Martyrs

[News Article: 6 Priests, 2 Others Slain in El Salvador](#)
["Higher Standards for Higher Education: The Christian University and Solidarity"](#), by Dean Brackley, SJ
["Martyrdom and Mercy"](#), by Leo J. O'Donovan, SJ
["Martyrs in El Salvador"](#), by Leo J. O'Donovan, SJ

Liberation Theology

Fr. Jon Sobrino, SJ, the sole survivor of the UCA murders, has been remarkably prolific on liberation theology. The following books are among his most prophetic and challenging:

[No Salvation Outside the Poor: Prophetic-Utopian Essays](#)

[Jesus the Liberator](#)

[Christ the Liberator](#)

Ignatian Spirituality

[What is Ignatian Spirituality?](#)

PREPARING FOR ADVOCACY DAY

On November 9, over 1,000 IFTJ participants will take their voices to the Hill to address Immigration reform, human rights in Central America, and environmental justice.

Setting Up Your Advocacy Visits (August-Early October)

Individual delegations are responsible for setting up visits with their Members of Congress. Delegations from CA, NY, OH, MD, and MA will have their Senate meetings booked for them. Delegations from these states are asked to book their House meetings after 11:30am.

- We recommend that each participant visits with his/her Representative and at least one Senator. If you're booking meetings for a delegation, it's possible your delegation will be meeting with multiple representatives (to account for delegates being from multiple districts).
- Prior to booking your meetings, please consult our priority members list (to be emailed in August). If you or any of your delegates are from a priority member's district or state, please prioritize scheduling a meeting with this person related to the noted issue.
- If you need help booking your advocacy meetings, please contact Kim Miller at kmiller@ignatiansolidarity.net or (216) 397-2080.

How to Set Up Your Meetings (Start this at least FOUR weeks before the IFTJ):

1. Find the names and contact information for your Representative and Senators at www.house.gov and www.senate.gov
2. Contact the scheduler in your Congressperson's office and ask for an appointment with the Member or Legislative Assistant.
3. You may need to fax your appointment request. [Sample request letters](#) are available online.
4. Tell the scheduler the date & times you are available, the issues you want to discuss, and who will be present during the visit.
5. Confirm the visit by phone a day or two before the appointment.
6. Let ISN know when you have set up a meeting using our [meeting registration form](#).



IGNATIAN FAMILY TEACH-IN FOR JUSTICE 2015

PREPARING FOR ADVOCACY DAY

Preparing for Your Meetings

All Teach-In participants are offered a policy update and a small group advocacy training (a chance to role play what a meeting looks like with seasoned advocates). However, ISN recommends that delegations prepare for their advocacy meetings prior to the Teach-In. Preparation steps include: getting familiar with the talking points, researching the issue positions of the Members you will be meeting with, dividing talking point responsibilities, and practicing talking points.

Meeting Preparation Resources:

1. Skype or In-Person Advocacy Trainings From Professional Advocates

If you would like to connect with a professional advocate to discuss strategy or receive an advocacy training via Skype, please contact Kim Miller at kmiller@ignatiansolidarity.net or (216) 397-2080. In some cases, you may also be able to schedule an in-person advocacy training with a professional advocate prior to the Teach-In.

2. Advocacy Prep Webinars

All delegations who are participating in advocacy meetings are strongly encouraged to have at least one person from the group present for each of the issue-focused prep meetings. There will be additional advocacy training and issue briefing at the Teach-In, but the webinars will increase your readiness for successful advocacy visits.

To register for webinars, please visit: bit.ly/IFTJWebinarReg

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Environmental Justice: October 15, 4-4:45 PM ET

3. Talking Points and Issue Resources

Please visit the IFTJ [advocacy page](#) for talking points (to be posted by September 1) and learning resources related to immigration, human rights in Central America, and environmental justice.

Amplify your voice - what can you bring to your meetings on the hill?

Many delegations choose to do advocacy actions in their communities prior to the Teach-In, ranging from hosting community education events, honoring the Jesuit martyrs of El Salvador, or doing post card and story collecting campaigns. ISN offers postcards related to Central America and Immigration, which may be ordered online.



IGNATIAN FAMILY TEACH-IN FOR JUSTICE 2015

TIPS FROM FELLOW DELEGATION LEADERS

Promoting Solidarity at the IFTJ

•**Be intentional with time:** Creating space for your delegation to reflect as a full group at least once during the course of the Teach-In helps delegates to process their experience. A simple Examen is a good way for delegates to identify the consolations and desolations of the experience. When not reflecting, encourage delegates to engage in conversation with other delegation members, IFTJ participants, and the greater community.

•**Be intentional with technology:** In this day and age, technology plays a great role in connecting IFTJ participants to the larger world, and throughout the Teach-In, participants will be encouraged to engage in social media to share what they are learning and experiencing. However, technology can also become a hindrance to communication with people present, and participants are encouraged to be mindful of how they engage with electronic communication.

•**Encourage participants to be mindful of the people who helped make the weekend possible:** Encourage your delegation to be especially mindful of the people who work at the Marriott and to treat them with dignity and respect. This could include leaving a tip for the housekeeping staff, making sure to keep the room in good order for the housekeeping staff, and saying hello/holding conversations with hotel staff. You may also wish to engage in discussions around the rights of the worker, minimum wage, unions, etc. with your delegation beforehand.

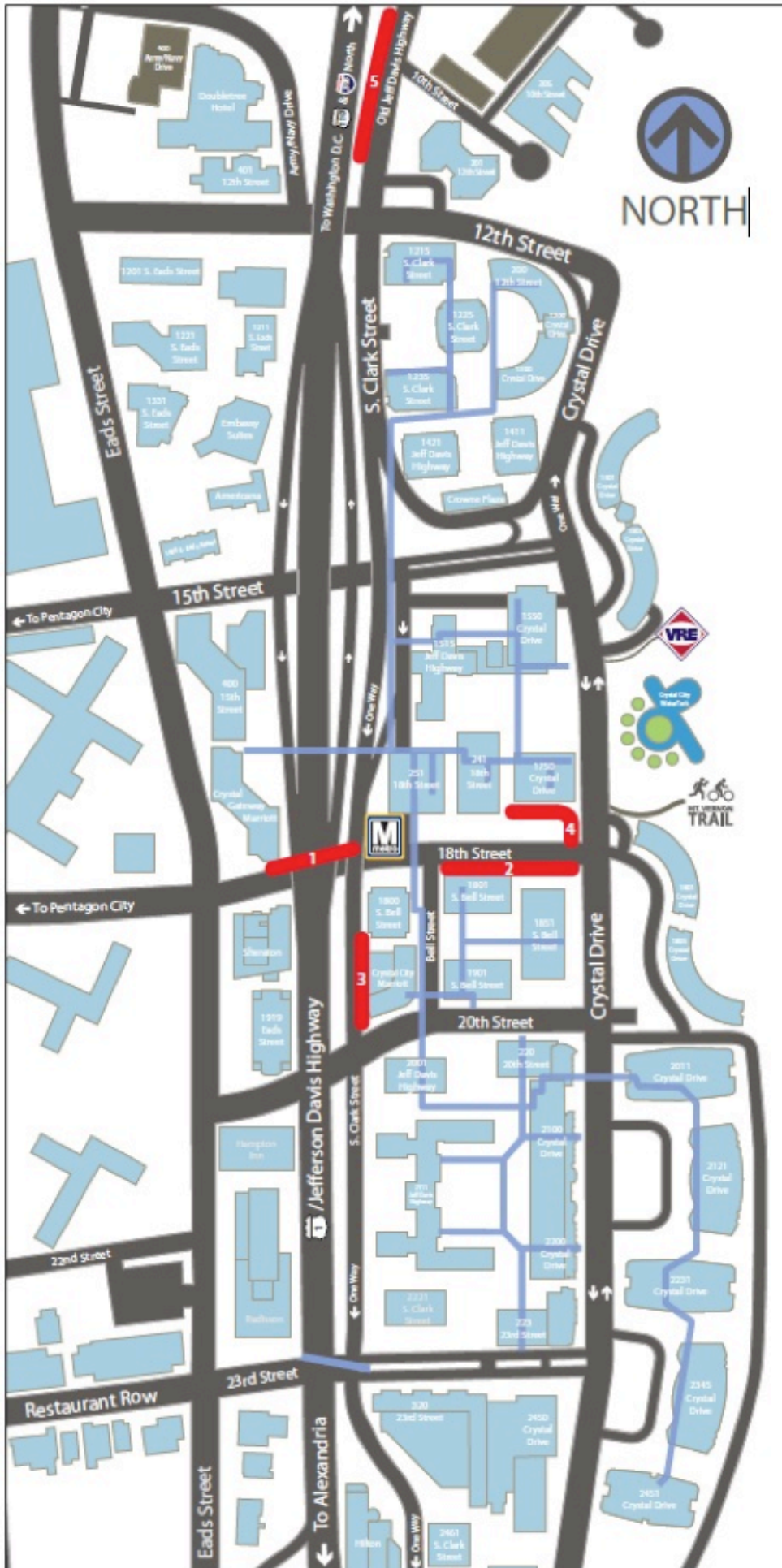
•**Eat Simply:** Making simple food choices can be a challenge in Washington, D.C. Many groups (especially those who travel by vehicle) opt to bring food with them. Campus dining services will often allow groups to trade meal swipes for food to take to-go. Have home-brought breakfast and lunch on the premises; it's a great way to keep costs low, make simple food choices, and spend more time with the group.

Getting the most out of the Teach-In

•**Pick Breakout Sessions beforehand:** ISN will list the breakouts and post a program a few weeks before the event. Take some time to review the listing with your delegation, and see which ones stand out to your delegates. Set goals for what your delegation wants to bring back to campus after the Teach-In.

•**Research Speakers:** Review the names of all the major invited speakers, and research their biographies. This can help set their presentations in context, and will help participants understand the flow on the mainstage.

•**Reflections:** It's a good idea to take time for your delegation to reflect as a full group at least once during the course of the Teach-In. Reflection really helps students to process their experience. A simple Examen is a good way for delegates to identify the consolations and desolations of the experience.



CRYSTAL CITY

Tour Bus Parking

1

300 Block of 18th Street
 2 Hour Parking 10AM - 6PM: \$3/hour
 Overnight Parking: \$3/hour

2

200 Block of 18th Street
 2 Hour Parking 10AM - 6PM: \$3/hour
 Overnight Parking: \$3/hour

3

1800 Block of S. Clark Street
 24 Hour Max Parking: \$3/hour

4

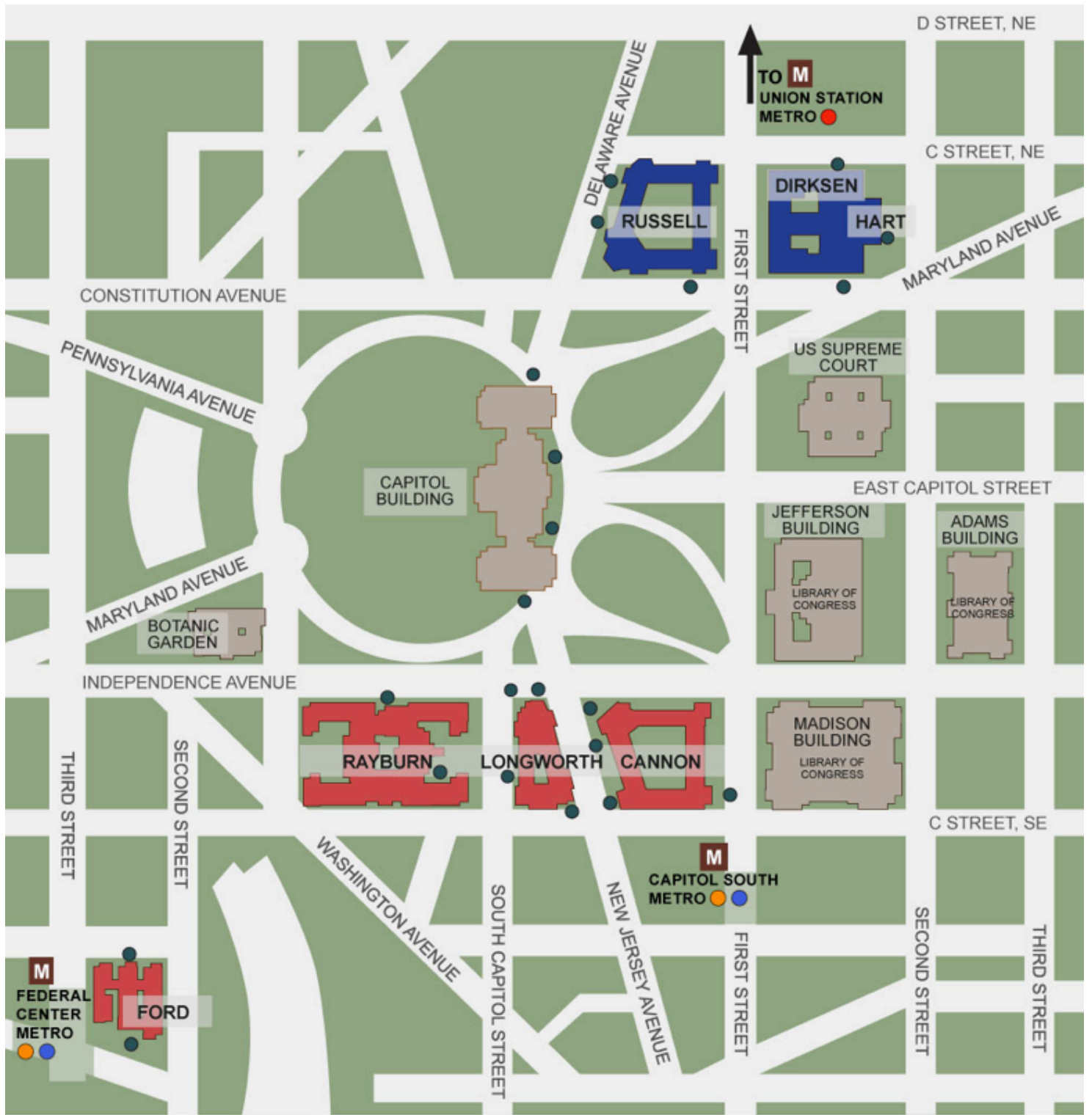
200 Block of 18th Street Driveway
 No Restrictions: No Charge

5

Old Jefferson Davis Highway
 No Restrictions: No Charge



CRYSTALCITY



House office building (Rayburn, Longworth, Cannon, Ford)

Senate office building (Russell, Dirksen, Hart)

Building entrances

M Metro station

● Red line ● Blue line ● Orange line